



MISSOURI DEPARTMENT OF NATURAL RESOURCES

Missouri State Parks Bus Grant Application Guidance

Purpose

The purpose of the grant program is to promote natural, cultural and recreational opportunities at Missouri State Parks and Historic Sites. Missouri State Parks offers busing grants to underwrite the cost of field trips for schools and non-profit organizations in an effort to connect children with nature.

Eligibility and grant requirements

Public school districts, private schools, charter schools, and youth-focused nonprofit organizations with 501(c)3 status are eligible to submit applications. Assistance is available only to schools and organizations located within Missouri.

To maximize funding availability statewide, a school may submit only one grant request annually. A maximum of two grants per school district may be awarded annually.

Funding must be used to underwrite the costs of transporting youth (K-12th grade) to a Missouri State Park or Missouri State Historic Site. Information on eligible fieldtrip destinations can be found on the Missouri State Parks website: www.mostateparks.gov.

Examples of eligible costs include: standard mileage for buses or vans owned by a school or organization; charter bus costs; and wage/salary costs for bus drivers. The grant does not pay for other related costs such as admission fees, food, or lodging. Applicants are responsible for making all transportation arrangements.

Applicants must contact the state park or historic site to coordinate field trip activities prior to submitting a grant application.

Notice to religious based organizations

Due to a Missouri Supreme Court ruling, religious based organizations may not be eligible for a grant if:

1. The applicant is owned or controlled by a church, sect or denomination of religions and the grant would directly aid any church, sect or denomination of religion.
2. The applicant's mission and activities are secular (separate from religion; not spiritual) in nature.
3. The grant will be used for secular (separate from religion; not spiritual) purposes rather than for sectarian (denominational, devoted to a sect) purposes.

Grant request

No match is required for this grant. The applicant may request up to \$500 to cover travel expenses to transport youth to and from an eligible field trip destination.

Application deadlines

Applications must be submitted by email, fax or mail by **March 31, 2016** for field trips planned during the spring semester (January 1 to May 31, 2016). This grant is non-competitive and will be awarded using the following criteria:

- The applicant is an eligible school or non-profit youth organization.
- The applicant's school/organization is located within Missouri.
- Funding request is for transportation costs only (e.g. mileage, fuel, bus driver).
- The applicant is visiting/touring a Missouri State Park or Historic Site.
- The grant application shows evidence that the field trip has been coordinated with Missouri State Parks staff.
- To encourage advanced planning, Missouri State Parks accepts early applications. Applications will be time and date stamped, and early applications will receive funding priority. However, no grant awards will be announced or issued prior to the **April 15, 2016**.
- For grant applications received on the deadline, some consideration will be made for geographic distribution of funds. Grants may be awarded first to applicants in areas of the state that have not yet received funding.

Getting started

1. Make necessary arrangements with representatives at the field trip destination. A list of state parks and historic sites can be found at: <http://mostateparks.com/>
2. Obtain a copy of a document that verifies the transportation cost. This could be an agreement with the Transportation Company, vehicle rental agreement, or letter from the school district superintendent or authorizing official.
3. Complete the application. Copies of the grant application and guidelines can be obtained by contacting Rachel Jeffries at rachel.jeffries@dnr.mo.gov.
4. Submit the application by **March 31, 2016**.

Submit completed applications via email, fax or mail to:

Rachel Jeffries, Grant Manager
Missouri State Parks
P.O. Box 176
Jefferson City, MO 65102
Rachel.jeffries@dnr.mo.gov
Fax: 573-522-6386

Managing awards

Missouri State Parks Bus grants are reimbursed (with an electronic funds transfer) after completion of the fieldtrip and submission of an invoice and New Vendor Registration form (if not already registered as a vendor with the State of Missouri). All expenses must be paid by the applicant prior to invoicing MSP for reimbursement. Additional requirements will be outlined in grant award documents.